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# STARS MANUAL

## DATA ELEMENTS ON THE GENERAL PURPOSE TRANSACTION ENTRY SCREEN

### GENERAL PURPOSE TRANSACTION ENTRY SCREEN

This document will describe the data elements shown on the General Purpose Transaction Entry screen. This screen will appear when you finish a batch type of 5 on the data entry Batch Header Entry screen and press ENTER to continue.

#### Example of the General Purpose Screen (batch type 5)

VERSION 3.1	STARS--GENERAL PURPOSE TRANSACTION ENTRY				S501
BATCH: AGY	DATE	TYPE	NO	MODE	SEQ-NO 00001
CUR-DOC/SFX:		TRANS-CODE:		RVS:	DISB-METH:
REF-DOC/SFX:		MOD:		BFY: 00	GAAP IND:
INDEX :		SEC AGENCY:			
PCA :		SUBSID:		PCN:	
EXP-SUB-OBJ/DET:					
REV-SUBOBJ/DET:					
AMOUNT :		WARR-NO:		BU:	GLA:
DOC TOTAL:		PROP#:		CMP#:	CI:
INV-NO :		INV-DESC :			
VEND-NO:		NAME :			
		NAME 2:			
		ADDR :			
		CITY :		STATE: ZIP:	
GRANT/PH:		PROJ/PH:		FUND/DET:	F/O:
MPC:		LOC:		FAC:	TSK:
DOC-DATE:		EFF-DATE: 110299		DUE-DATE:	INTERRUPT:

The following are definitions of the data elements.

<b>Data Element</b>	<b>Definition</b>
<b>Batch Header Information (includes location of transaction sequence number)</b>	
VERSION	Not used in the STARS controls.
TITLE	The first line shows the TITLE of the screen you are using for data entry. Use this line to identify the screen you are working in when you are having data entry problems.
SCREEN NUMBER	The number in the right corner (S501) is the SCREEN NUMBER. Use this line to identify the screen you are working in when you are having data entry problems.
BATCH HEADER INFORMATION - TRANSACTION ID	This line shows the batch header information - the agency, batch date, batch type, batch number, edit mode, and transaction sequence number. These elements (except the edit mode) become the TRANSACTION ID on many of your reports. STARS requires that each transaction have a unique Trans-ID (at least one of the elements must be different). See the information in the <a href="#">Batch Header Input</a> section later in this chapter. NOTE: The sequence number automatically increases by one each time you enter another transaction. This sequence number remains with the transaction even if you delete it.
EDIT MODE	The EDIT MODE field shows the edit mode status of the batch without having to return to the F12 screen to check.
<b>Transaction Data Entry Fields</b>	
CUR-DOC/SFX	Most STARS transactions require an eight-character CURRENT DOCUMENT and two-digit SUFFIX number. STARS uses the suffix number to identify different transactions if you are using the same Current Document number for multiple transactions.

Data Element	Definition
TRANS-CODE	Every STARS transaction requires a three-character TRANSACTION CODE. This code determines to what General Ledger accounts and STARS files the transaction will post. It governs which data entry fields you need or if you are allowed to enter data. It also determines whether STARS will generate a warrant or another transaction code. See the <a href="#">Transaction Code Decision Table</a> chapter for more information on transaction codes.
RVS	The one-character REVERSAL indicator will change the debits and credits of a Transaction Code. You normally leave this field blank unless you are doing an “R” reversal. You must use the space bar to clear this field.
DISB-METH	The one-character DISBURSEMENT METHOD Indicator (DMI) is used to sort the warrants that are processed daily. You must use the space bar to clear this field.
REF-DOC/SFX	STARS uses the eight-character REFERENCE DOCUMENT NUMBER and two-digit SUFFIX when posting information to existing Document File records. This tells the system to which existing document number to post the transaction. See the <a href="#">Expenditures and Disbursements</a> and the <a href="#">Interagency Billings</a> chapters for more information on using reference document numbers.
MOD	STARS uses the one-character MODIFIER field to close or re-open a document on the Document File. You must use the space bar to clear this field. Modifier “F” (final) closes a document where modifier “A” opens a closed document.

<b>Data Element</b>	<b>Definition</b>
BFY	Every STARS transaction requires a two-digit BUDGET FISCAL YEAR. This tells the computer which year to post the transaction. STARS normally defaults to the current BFY unless you override it when you are making a payment to a prior year encumbrance.
GAAP IND	The one-character GAAP INDICATOR helps your agency track transactions at the end of one year and the beginning of the next year. Your agency will use this entering data into the Comprehensive Annual Financial Report to show accruals. Use the space bar to clear this field. <a href="#">See the GAAP Closing Packages web pages for more information.</a> A list of GAAP indicators are available in Appendix C – Other Info under <a href="#">STARS GAAP Indicators.</a>
INDEX/PCA	STARS requires most of the transactions to have both a four-character INDEX and a five-digit PCA. The Index or PCA are codes used by your agency to identify certain programs (PCA) or organization (Index) structure.
SEC AGENCY	The three-digit SECOND AGENCY is required on transactions where an agency is billing another agency or transferring cash to another agency. This allows the system to know the other state agency that is involved in the transaction.
SUBSID	The seven-digit SUBSIDIARY number identifies subsidiary accounts for transactions that allow an agency to track amounts separately by a unique subsidiary number within a general ledger account. See the <a href="#">General Ledger</a> chapter for more information on subsidiaries.
PCN	The four-digit PCN identifies the payroll Position Control Number when doing transactions that post to payroll subobjects (4000 – 4999).

<b>Data Element</b>	<b>Definition</b>
EXP-SUB-OBJ/DET	STARS uses the four-digit EXPENDITURE SUBOBJECT and two-digit DETAIL to identify the payment category such as office supplies, accounting services, etc. You can find these expenditure subobjects in <a href="#">Expenditure Subobjects Long List</a> of this manual.
REV-SUBOBJ/DET	STARS uses the four-digit REVENUE SUBOBJECT and the two-digit DETAIL to identify the category of the receipt received. You can find these revenue subobjects in <a href="#">Revenue Subobjects Short List</a> of this manual.
AMOUNT	Every STARS transaction requires an AMOUNT. Exclude commas, dollar signs, and negatives from your entries.
WARR-NO	Agencies will not normally enter the nine-digit WARRANT NUMBER. STARS automatically issues the warrant number on payments your agency makes. These data entry Warrant Numbers are entered when the State Controller's Office or an agency with special permission issues a manual warrant.
BU	STARS normally looks up the four-digit BUDGET UNIT using your Index or PCA information. The only time you will normally have to enter a Budget Unit is for entering budgetary batches. See the <a href="#">Budgeting</a> chapter of this manual for more information on budget units.
GLA	Agencies will not normally enter the four-digit GENERAL LEDGER ACCOUNT. The State Controller's Office will enter this field on unusual transactions that only SCO can enter. See the <a href="#">General Ledger</a> chapter for more information on G/L accounts.
DOC TOTAL	The eighteen-digit DOCUMENT TOTAL accumulates all of the transactions entered using the same document number.

<b>Data Element</b>	<b>Definition</b>
PROP# / COMP#	The ten-character PROPERTY NUMBER and the two-digit COMPONENT NUMBER are the inventory numbers your agency uses. STARS requires this number on most of the Capital Outlay subobjects and transfers this number to the Fixed Asset System. See the <a href="#">FAS User Manual</a> .
CI	The one-character CAPITALIZATION INDICATOR is used to post an Operating Expenditures (5000 – 5999) to the Fixed Asset System. If you enter a CI, you must also enter the Property and Component Number. See the <a href="#">FAS User Manual</a>
INV-NO	The fourteen-character INVOICE NUMBER will print on the warrant stub as information to the vendor that you are paying. This number lets the vendors know where to post the payment without having to have additional paperwork sent to them.
INV-DESC	The thirty-character INVOICE DESCRIPTION will print on the warrant stub. Be sure you include enough information so either the vendor or your agency can identify the payment.
VEND-NO	STARS uses the nine-character VENDOR NUMBER and the two-character SUFFIX to look up the name and address on the Vendor Edit Table (table 21) in order to send the payment to the correct vendor and location. This is the number STARS uses for tax reporting to the IRS. See the <a href="#">Expenditures and Disbursements</a> chapter and subchapters for more information on <a href="#">Vendors</a> and <a href="#">1099-MISC</a> tax reporting.

Data Element	Definition
NAME	The Vendor Number normally looks up the forty-character VENDOR NAME from the Vendor Edit Table (table 21). However, if you use a transaction code that does not allow the vendor number, you must manually enter the Vendor Name. This is the name STARS uses for tax reporting to the IRS. This name and the above Vendor Number must match the IRS or SSN files. See the <a href="#">Expenditures and Disbursements</a> chapter and subchapters for more information on <a href="#">Vendors</a> and <a href="#">1099-MISC</a> tax reporting.
NAME 2	The Vendor Number normally looks up the forty-character VENDOR NAME 2 from the Vendor Edit Table (table 21). However if you use a transaction code that does not allow the vendor number, you must manually enter the Vendor Name 2, if needed. The Vendor Name 2 is usually the business name for the sole-proprietor or partnership. It could also be the affiliated business name of a large corporation (the corporation name would be in Name and the business name would be in Name 2). STARS sends this name to the IRS for informational purposes only. See the <a href="#">Expenditures and Disbursements</a> chapter and subchapters for more information on <a href="#">Vendors</a> and <a href="#">1099-MISC</a> reporting.
ADDR / CITY / STATE / ZIP	The Vendor Number looks up the forty-character ADDRESS, the fifteen-character CITY, the two-character STATE, and the nine-character ZIP CODE (zip plus 4) fields from the Vendor Edit Table (screen 21). However, if you use a transaction code that does not allow the vendor number, you must manually enter the Address, City, State, and Zip Code.



<b>Data Element</b>	<b>Definition</b>
GRANT/PH	STARS can look up the six-character GRANT and two-character PHASE using your Index or PCA information. You can also enter it directly or override the looked up Grant and Phase.
PROJ/PH	STARS can look up the six-character PROJECT and two-character PHASE using your Index or PCA information. You can also enter it directly or override the current Project and Phase.
FUND/DET	STARS normally looks up the four-digit FUND and two-digit DETAIL using your Index or PCA information. The only time you should have to enter a Fund or Detail is for entering budgetary batches.
F/O	The one-character FUND OVERRIDE allows the transaction to process although there is not enough cash or appropriation available. You will see a fund override "W" on all TC 326 (payroll) transactions. This allows payroll to post although your agency does not have sufficient cash or appropriation.
MPC	The ten-character MULTI-PURPOSE CODE field is available for agency use. It is also used for MER (miscellaneous encumbrance requisitions) documentation when setting up an encumbrance expecting to go across fiscal years. The DAFR6870 (Expenditure Report by Multipurpose Code) is available for reporting this field.
LOC / FAC / TASK	The Index and PCA can look up the six-character LOCATION, the four-character FACILITY, and the four-character TASK or they can be manually entered. However, they are often manually entered. Each agency defines these fields as they need them to identify certain transactions for grouping.

<b>Data Element</b>	<b>Definition</b>
DOC-DATE	STARS uses the DOCUMENT DATE to age the accounts receivables and payables from documents on the Document File. This is the date the receivable/payable began, not when you enter it into the system.
EFF-DATE	STARS uses the six-digit EFFECTIVE DATE on the transaction to know which month to post the transaction.
DUE-DATE	STARS uses the six-digit DUE DATE on special transaction codes in order to print a future date on the warrant.
INTERRUPT	The two-character INTERRUPT field on the bottom left of the screen is used to go to another screen in STARS (defined by its screen number). E.g., Type 21 to go to the Vendor Edit Table screen S021. Use the F4 key to return to the General Purpose Transaction screen.

## HOW TO COMPLETE DATA ENTRY FORMS

### BATCH HEADER INPUT FORM

To set up a batch header, use the batch header input form. [Click here to download a Batch Header Input form.](#)

FORM: HEADER	<b>STATE OF IDAHO - STARS BATCH HEADER INPUT</b>	REV. 8/9/99															
AGENCY NAME: _____ AGENCY CODE: _____ BATCH DATE: _____ BATCH TYPE: _____ BATCH NUMBER: _____ BATCH COUNT: _____ BATCH AMOUNT: _____ EFFECTIVE DATE: _____ BFY: _____ APPROVAL LEVEL: _____  DOCUMENT NUMBER: FROM: _____ TO: _____	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <th colspan="2" style="text-align: center;">Required for J &amp; I Batches</th> </tr> <tr> <td>Checks.....</td> <td>_____</td> </tr> <tr> <td>Currency.....</td> <td>_____</td> </tr> <tr> <td>Coin.....</td> <td>_____</td> </tr> <tr> <td>Warrants.....</td> <td>_____</td> </tr> <tr> <td>TOTAL.....</td> <td>_____</td> </tr> </table> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <th style="text-align: center;">AGENCY BATCH TYPES</th> </tr> <tr> <td>           1 = Budgetary            2 = Revenue, Receivable            3 = Expenditure, Disbursement, Encum, Pre-Enc            4 = Expenditure, Disbursement, Encum, Pre-Enc            5 = General Purpose            I = Insufficient Check Return            J = Cash Receipts            K = Purchase of Investment  <b>Any other Alpha or Numeric batch types will bring up the #5 general-purpose screen.</b>    <b>*The SCO Special Purpose Batch Types are listed for your information only. Please do not use these batch types.</b> </td> </tr> </table>	Required for J & I Batches		Checks.....	_____	Currency.....	_____	Coin.....	_____	Warrants.....	_____	TOTAL.....	_____	AGENCY BATCH TYPES	1 = Budgetary 2 = Revenue, Receivable 3 = Expenditure, Disbursement, Encum, Pre-Enc 4 = Expenditure, Disbursement, Encum, Pre-Enc 5 = General Purpose I = Insufficient Check Return J = Cash Receipts K = Purchase of Investment <b>Any other Alpha or Numeric batch types will bring up the #5 general-purpose screen.</b>  <b>*The SCO Special Purpose Batch Types are listed for your information only. Please do not use these batch types.</b>		
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PREPARED BY: _____ ENTERED BY: _____ REVIEWED BY: _____ RELEASED BY: _____	DATE: _____ DATE: _____ DATE: _____ DATE: _____	PHONE: _____															

The following is an explanation of each batch header form field:

<u>Data Element</u>	<u>Definition</u>
AGENCY NAME	Enter your AGENCY NAME.
<b>Transaction ID – The following combination of four fields is unique for each batch – Agency, Batch Date, Batch Type, and Batch Number. Once it is entered, you cannot use this combination again, even if you later delete the batch. STARS uses this Transaction ID on reports.</b>	
AGENCY	Enter your three-digit AGENCY code. STARS automatically fills in the AGENCY field with your agency three-digit code.
BATCH DATE	Enter an eight-digit BATCH DATE, which includes a four-digit year, into the batch date field (EXAMPLE: MMDDYYYY). STARS automatically displays the current date, but you can override it if you code it differently on the HEADER form. STARS will not allow you to enter a future date.
BATCH TYPE	Enter a one-character BATCH TYPE. After completing the General Purpose Transaction screen, a secondary data entry screen will open with different data entry fields appropriate for the batch type entered. Select a Batch Type depending on the types of transactions you are processing in the batch. Some transaction codes require less data entry than others. The different Batch Types are defined on the Batch Header Input Form.
BATCH NUMBER	Enter up to a three-digit BATCH NUMBER (EXAMPLE: 505). This Batch Number is usually the next consecutive batch number on your Batch Control Log. See more information in the <a href="#">Batch Control Log</a> section later in this chapter.
<b>Other header fields</b>	
BATCH COUNT	Enter up to a five-digit BATCH COUNT (EXAMPLE: 4). This should be the number of transactions in the batch. STARS automatically computes the number of transactions entered during data entry and compares them to this entered count.
BATCH AMOUNT	Enter up to an eighteen-digit BATCH AMOUNT. This amount is an absolute value and should be the total dollar amount of the transactions in the batch. <b>Add</b> all transaction amounts even if they are reversals to get this total. STARS automatically computes your individual transaction amounts during data entry and compares them to this entered amount.

<b>Data Element</b>	<b>Definition</b>
BATCH EDIT MODE	<p>Enter a one-digit BATCH EDIT MODE.</p> <p><b>0</b> - No edits. Enters data without edits to the tables during data entry. This mode allows you to enter a future effective date.</p> <p><b>1</b> - Enters data with table edits during data entry. Used for most normal batch entries.</p> <p><b>2</b> - Enters data on-line real-time doing both table and financial edits.</p> <p><b>NOTE:</b> Your security determines which edit mode you can see.</p>
EFFECTIVE DATE	<p>Enter a six-digit EFFECTIVE DATE (format: MMDDYY) in the effective date field using a two-digit year. STARS automatically displays the current date. If you want to override this date, code the new date on the HEADER form. STARS will carry this date forward to your transaction screen, which you can override if you wish. You can enter future effective dates as long as it is in the current month. STARS will process a future date transaction on the date you release the transaction, not the effective date of the transaction.</p>
BFY	<p>STARS automatically displays the current two-digit BUDGET FISCAL YEAR (format: YY). If you want to override this BFY, code the new BFY on the HEADER form. STARS will carry this BFY forward to your transaction screen, which you can override if you wish. You would normally change this BFY field if you are paying a prior year encumbrance. STARS allows a future BFY only in June and only on specific budgeting transactions. See the <a href="#">Budgeting</a> chapter for more information.</p>
APPROVAL LEVEL	<p>STARS will update this APPROVAL LEVEL depending on the transactions entered in the batch. You would not normally need to enter information in this area unless you want to increase the approval level. An example would be if an approval level 3 person wants to see a specific receipt adjustment batch before your agency releases it. If you have data entry personnel enter an approval level 3 batch, the batch cannot be released by the normal approval level 2 that is required for receipt batches.</p>
DOCUMENT NUMBER FROM: TO:	<p>Enter the beginning and ending document number you used in the batch. This will make it easier to identify the documents you are processing in the batch. Agencies usually put these document numbers on the <a href="#">Batch Control Log</a>.</p>

<b>Data Element</b>	<b>Definition</b>
<b>For J and I batch types</b>	
CHECKS	If you are creating a J or I batch type, enter the total amount of CHECKS involved. Enter the amount of checks you are depositing. Include any cashiers checks and money order in this section. If your deposit is an EFT, enter your EFT amount here and circle WIRES in the title. If there is no amount for the Checks field, put a zero (0) in the field.
CURRENCY	If you are creating a J batch type, enter the total amount of CURRENCY. This is the amount of cash in paper bills you are depositing. If there is no amount for the Currency field, put a zero (0) in the field.
COIN	If you are creating a J batch type, enter the total amount of COIN (coins you are depositing). If there is no amount for the Coin field, put a zero (0) in the field.
WARRANTS	If you are creating a J or I batch type, enter the total amount of WARRANTS. If there is no amount for the Warrants field, put a zero (0) in the field.
TOTAL	Total all Checks, Currency, Coin, and Warrants amount fields then enter the amount in this total field. You will not have to enter the total - the total field will automatically calculate and fill.
PREPARED BY / DATE	The person creating the batch should sign and date the form. If there are any problems during data entry, the data entry person knows who to contact for questions or corrections.
ENTERED BY / DATE	The person entering the batch should sign and date the form. If there are any problems with the data entry, the review person knows whom to contact for questions or corrections.
REVIEWED BY / DATE	The person reviewing the batch should sign and date the form. The release person then knows who reviewed the batch before their receiving it for final approval.
RELEASED BY / DATE	The person releasing the batch should sign and date the form. If there are any problems with allow ability of the payments, the auditor knows whom to contact for questions.

To keep track of your batches processing through STARS, you can use the Batch Control Log. You would normally assign consecutive batch numbers to your batches. This log allows you to control those numbers when multiple people create batches. Click [here](#) to download a **Batch Control Log - AGYLOG** form.

The following is an explanation of each agency control log field:

<b>Data Element</b>	<b>Definition</b>
AGENCY	Enter your AGENCY name or number. This is for reference only.
MONTH	You can keep the control logs by month. If you do not use very many batches or you wish the log to go for the entire year, you can enter the year in this field.

<b>Data Element</b>	<b>Definition</b>
PAGE	Use page numbering such as Page 1 of 6, Page 2 of 6, etc. so that when looking for batches, you can keep the batches in order.
BATCH DATE	Enter the date of the batch you are creating.
BATCH TYPE	Enter the type of batch you are creating. If you use a consecutive batch numbering scheme for all batch types, this will make it easier to identify a specific type later.
BATCH NUMBER	Enter the next batch number. These numbers should be consecutive.
ENTERED BATCH COUNT	Enter the number of transactions you are entering in the batch.
DAFR1041 BATCH COUNT	Enter this number when you receive the DAFR1041 (Batch Control Log Reconciliation) from the nightly IEU. These are the number of transactions that were in the batch when the nightly IEU started. If the numbers are different, find out why and document the differences.
ENTERED BATCH AMOUNT	Enter the amount of the transactions you are entering in the batch.
DAFR1041 BATCH AMOUNT	Enter this amount when you receive the DAFR1041 (Batch Control Log Reconciliation) from the nightly IEU. These are the amount of transactions in the batch when the nightly IEU started. If the amounts are different, find out why and document the differences.
CYCLE	Enter this number when you receive the DAFR1041 (Batch Control Log Reconciliation) from the nightly IEU. Refer to the processing date and this Cycle number when working with problems regarding batch processing. Each nightly IEU has its own cycle number. <b>NOTE:</b> STARS skips one cycle number at the end of the calendar month.
OPER ID	Enter the Operator ID of the person creating the batch. If there are problems with the batch, your agency personnel will know whom to contact within your agency.
COMMENTS	Enter any comments on differences or contents of the batch.